

ORDER A - SUPPLIES OR SERVICES						1. PAGE 1 OF					
2. PROC INSTRUMENT ID NO (PIIN) F33657-95-D-2966 Mark all packages & papers with this number.		3. CALL ORDER NO 0009		4. DATE OF ORDER* 08 OCT 1997		5. REQUISITION PM/PURCHASE REQUEST PROJECT NO. 5624/RAP		6. CERTIFIED FOR NATIONAL DEFENSE UNDER D0-C9 BDC REG 2/DMS REG 1 RATING			
7. ISSUED BY CODE F8622 USAF/AFMC AERONAUTICAL SYSTEMS CENTER, BLDG 11A 1970 MONAHAN WAY, RM 136 WRIGHT-PATTERSON AFB OH 45433-7208 BUYER: JOE M. INMAN, ASC/CDSK (937) 255-6632				8. ADMINISTERED BY CODE S2404A DCMAO, BALTIMORE ATTN: CHESAPEAKE 200 TOWSONTOWN BLVD, WEST TOWSON MD 21204-5299							
9. CONTRACTOR NAME AND ADDRESS CODE 5R191 MANAGEMENT CONSULTING & RESEARCH 2000 CORPORATE RIDGE, SUITE 850 MCLEAN VA 22102				FACILITY CODE		10. MAIL INVOICES TO					
MAILING DATE OCT 08 1997				IF "9" FOR MULTIPLE FACILITIES SEE SECT "G"		11. DISCOUNT FOR PROMPT PAYMENT					
						1ST N % DAYS NET DAY					
						2ND % DAYS OTHER					
12a. PURCHASE OFFICE POINT OF CONTACT AYV/A6F/ANC				13. PAYMENT WILL BE MADE BY CODE SC1018 DFAS-COLUMBUS CENTER DFAS-CO/CHESAPEAKE DIVISION P O BOX 182264 COLUMBUS OH 43218-2264							
12b. RESERVED FOR SERVICE/AGENCY USE				IF "9" SEE SECT "G"							
14. TYPE CONTRACTOR B		15. SECURITY a. CLAS S b. DATE OF DD 254 97-08-28		17. RESERVED		18. SVC/AGENCY USE		19. SURV CRIT C		20. TOTAL AMOUNT \$131,876.98	
16. CONTRACT ADMINISTRATION DATA											
A. FAST PAY (1) KIND 6 (2) TYPE 9 C. ABSTRACT RECIP ADP POINT D. SPL CONT PROVISIONS E. CONT ADMIN FUNC LMT											
21. APPROPRIATION AND ACCOUNTING DATA											
A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION											
F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/ELIN PAYMENT PROV I. SVC AGENCY USE											
22. TYPE OF ORDER											
DELIVERY/TASK X NON-DOD CONTRACT NUMBER This order is subject to instructions contained on this side of form only and is issued in accordance with and subject to terms and conditions of above numbered contract, or Non-DOD Contract Number.											
PURCHASE REFERENCE YOUR											
FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN											
*If quantity accepted by the Government is same as quantity ordered, indicated by X mark. If different, enter actual quantity accepted below quantity ordered and encircle.											
23. UNITED STATES OF AMERICA BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE MARGARET YARRINGTON 971008 (YYMMDD) MARGARET YARRINGTON Contracting Officer											
24. TOTAL				28. DIFFERENCES				29. INITIALS			
26. QUANTITY ORDERED HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED				26. SHIP NO		27. D.O.V.		31. PAID BY			
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				32. AMOUNT VERIFIED CORRECT FOR			
35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT				30. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				33. CHECK NUMBER			
SIGNATURE AND TITLE OF CERTIFYING OFFICER								34. BILL OF LADING NUMBER			
36. RECEIVED AT		37. RECEIVED BY		38. DATE RECEIVED		39. TOTAL CONTAINERS		40. S/R ACCOUNT NUMBER		41. S/R VOUCHER NUMBER	

1. This delivery order is issued pursuant to H-013, the "Orders" Clause of the above numbered contract. The contractor shall provide effort in accordance with the Statement of Work (SOW) as specified in CLIN 0001 below at a ceiling amount of \$131,876.98.

2. a. SECTION B

<u>Item No.</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit Price</u>
		<u>Purch Unit</u>	<u>Total Item Amount</u>
0001	CLIN	1	\$131,876.98
			LO \$131,876.98

noun: SPECIALIZED COMPTROLLER FUNCTIONAL SUPPORT

acrn: AA

site codes: pqa: D acp: D fob: D

pr/mipr data: F2FM7245-02

type of contract: Y Time and Materials

descriptive data:

A. The contractor shall provide support in accordance with the basic Statement of Work (SOW) entitled "Financial Management Support for AEDC/FM", dated 28 August 1997. See attachment 1 Section J. Listed below by prime/team members are the negotiated labor categories and corresponding estimated number of labor hours for each category.

Phase I

Year 3

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Prime (Off Site)	Senior Analyst (PL)	22
Prime (On Site)	Senior Analyst (PL)	464
Total		486

Phase II

Year 3

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Prime (Off Site)	Senior Analyst (PL)	72
Prime (On Site)	Senior Analyst (PL)	1376
Total		1448

Year 4

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Prime (Off Site)	Senior Analyst (PL)	2
Prime (On Site)	Senior Analyst (PL)	64
Total		66

c. SECTION G

<u>ACRN</u>	<u>Acct Class data</u>	<u>Appropriation/Lmt Subhead/CPN Recip DODAAD Supplemental Accounting Classification</u>	<u>Obligation Amount</u>
AA	ACCOUNT	5783600	F46710
	UNCLASSIFIED	298 4711 6606TS 111500 59200 65807F 667100	\$131,876.98

pr/mipr data:

F2FM7245-02

descriptive data:

The fund cite appears as follows on the PR:

5783600 298 4711 6606TS 111500 592 65807F 667100 46710000

d. SECTION H

In accordance with AFMC FAR Sup 5352.245-9000, Base Support (Jul 92), base support will be provided by AEDC/FMM for contractor personnel as follows:

Location: AEDC/FMM at Arnold AFB, TN

Workstations consisting of office space (1 cubical), telephone, copiers, facsimile machines, computer, and generic office supplies.

e. SECTION J

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch Nr. 1	Statement of Work titled "Financial Management Support For AEDC/FM" dated 28 August 1997.	2
Atch Nr. 2	Contract Security Classification Specification, Form DD 254 dated 28 August 1997.	5
Exhibit A	Contract Data Requirements List (CDRLs), Form DD 1423-1, dated 29 August 1997	1

STATEMENT OF WORK
28 Aug 1997
FINANCIAL MANAGEMENT SUPPORT FOR AEDC/FM

1.0 INTRODUCTION

1.1 SCOPE: This Statement of Work provides integrated financial analysis support and cost estimating support to AEDC/FM in accordance with ASC/FM Contract SOW paragraphs 3.2, 3.4, and 3.6.

1.2 BACKGROUND: The Comptroller, Arnold Engineering Development Center (AEDC), Air Force Material Command (AFMC), is responsible for providing the cost estimating tools, cost analysis support, financial accounting and reporting systems, financial management data bases, and economic analysis necessary to support the simulated altitude testing process.

The Cost Analysis (FMM) organization is involved in all aspects of Center Operation. Some of these activities include reimbursement rate development, contract cost estimating, Economic Resource Impact Statements (ERIS), and all economic analyses for test facility projects and Improvement and Modernization (I&M) projects.

Management Consulting & Research, Inc., has been providing this support for the past few years.

2.0 APPLICABLE DOCUMENTS:

- A. AFI 65-601
- B. AFI 65-503
- C. DODI 7041.3

3.0 REQUIREMENTS: The contractor shall provide financial analysis and cost and cost estimating support to the Comptroller, AEDC as listed in the following paragraphs:

3.1 Prepare an Economic Resource Impact Statement (ERIS) complete with analysis of economic and employment impact of AEDC on the local community.

3.2 Prepare Economic Analyses as required for such projects as military construction, major automated information systems, and lease versus buy determinations.

3.3 The contractor shall assist FMC in the analysis of test cost estimates and analyze actual costs versus the estimates, reporting significant variances to the Comptroller. The

contractor shall assist FMC in the analysis of test cost estimating algorithms and models, reviewing them for accuracy and validity.

3.4 The contractor shall assist FMC in the development and preparation of overhead rates and pricing for tests at the Center, and analyze the impact on the Center Budget. The contractor shall review the rates for accuracy and assist the FMC in the quarterly validation of these rates.

3.5 The contractor shall assist FMC in the preparation and/or the independent review of A-76 studies.

3.6 Progress Reports. The contractor shall provide monthly status reviews to the Comptroller, AEDC. These reviews will discuss work effort underway, progress to date, difficulties encountered in performing ongoing work efforts, work to be started or completed in the next month, and financial status of the task order. (A0001) (A0004)

4.0 OTHER CONSIDERATIONS:

Principal place of work will be in building 100, Arnold AFB, TN.

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)					Form Approved OMB No. 0704-0188				
<small>Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u>					
D. SYSTEM/ITEM Spec Comp Func Spt		E. CONTRACT/PR NO. F33657-95-D-2966		F. CONTRACTOR Management Consulting & Research Inc					
1. DATA ITEM NO. A0001		2. TITLE OF DATA ITEM Presentation Material		3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-A-3024A		5. CONTRACT REFERENCE SOW Para 3.0		6. REQUIRING OFFICE AEDC/FM					
7. DD 250 REQ LT		8. DIST STATEMENT REQUIRED		10. FREQUENCY BLK 16		12. DATE OF FIRST SUB. SEE BLK 16			
8. APP CODE A		N/A		11. AS OF DATE SEE BLK 16		13. DATE OF SUBS. SUB SEE BLK 16			
16. REMARKS 11. Financial data as of the end of the previous full month of operations 12. Within one week of tasking by AEDC/FM 13. Revisions as required.				14. DISTRIBUTION		b. COPIES			
				a. ADDRESSEE		Draft		Final	
				ASC/FMPP		LT		Reg	
				AEDC/FMM		1		1	
				15. TOTAL ———>		2		1	
1. DATA ITEM NO. A0004		2. TITLE OF DATA ITEM Contractor's Progress, Status Management Report		3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227		5. CONTRACT REFERENCE SOW Para 3.12		6. REQUIRING OFFICE AEDC/FM					
7. DD 250 REQ LT		8. DIST STATEMENT REQUIRED		10. FREQUENCY Monthly		12. DATE OF FIRST SUB See Block 16			
8. APP CODE N		N/A		11. AS OF DATE 15th		13. DATE OF SUBS. SUB 15th			
16. REMARKS 1st month after first full month of operations				14. DISTRIBUTION		b. COPIES			
				a. ADDRESSEE		Draft		Final	
				ASC/FMPP		LT		Reg	
				AEDC/FM				1	
				15. TOTAL ———>		1		1	
G. PREPARED BY Terence K O'Neil AEDC/FM		H. DATE 8/28/97		I. APPROVED BY Richard L. [Signature]		J. DATE 8/29/97			

DD FORM 1423-2 JUN 90 (EF)

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 1 Pages

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>SECRET</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED</div> <div>SECRET</div>			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)			
<div>X</div> <div>a. PRIME CONTRACT NUMBER</div> <div>F33657-95-D-2966/0009 EXP DATE: 00-09-26</div>		<div>X</div> <div>a. ORIGINAL (Complete date in all cases)</div> <div></div> <div>Date (YYMMDD)</div> <div>97 08 28</div>					
<div>b. SUBCONTRACT NUMBER</div> <div></div>		<div>b. REVISED (Supersedes all previous specs)</div> <div></div> <div>Revision No.</div> <div></div> <div>Date (YYMMDD)</div> <div></div>					
<div>c. SOLICITATION OR OTHER NUMBER</div> <div></div> <div>DUE Date (YYMMDD)</div> <div></div>		<div>c. FINAL (Complete Item 5 in all cases)</div> <div></div> <div>Date (YYMMDD)</div> <div></div>					
4. IS THIS A FOLLOW-ON CONTRACT? <div></div> YES <div>X</div> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract							
5. IS THIS A FINAL DD FORM 254? <div></div> YES <div>X</div> NO. If Yes, complete the following: In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>Management Consulting & Research</div> <div>1505 Farm Credit Drive</div> <div>Suite 300</div> <div>McLean, VA 22102</div>		<div>b. CAGE CODE</div> <div>5R191</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>DIS/Director of Industrial Security</div> <div>2461 Eisenhower Ave</div> <div>Alexandria, VA 22331-1000</div>			
7. SUBCONTRACTOR							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
8. ACTUAL PERFORMANCE							
<div>a. LOCATION</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Contractor support to assist withfinancial analysis at AEDC							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION				X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X
b. RESTRICTED DATA				X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION				X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	X	
d. FORMERLY RESTRICTED DATA				X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. INTELLIGENCE INFORMATION					e. PERFORM SERVICES ONLY		X
(1) Sensitive Compartmented Information (SCI)				X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
(2) Non-SCI			X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	X	
f. SPECIAL ACCESS INFORMATION				X	h. REQUIRE A COMSEC ACCOUNT		X
g. NATO INFORMATION				X	i. HAVE TEMPEST REQUIREMENTS		X
h. FOREIGN GOVERNMENT INFORMATION			X		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X
i. LIMITED DISSEMINATION INFORMATION				X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
j. FOR OFFICIAL USE ONLY INFORMATION			X		l. OTHER (Specify) Notification of government Security Activity is required	X	
k. OTHER (Specify)				X			

12. **PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release.

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Direct

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Through (Specify):

ASC/PA, WPAFB OH 45433-7213

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

- The National Industrial Security Program Operating Manual (NISPOM) Jan 95 applies.
- Ref Blk 10e(2): General Intelligence Material/Foreign Disclosure applies. See addendum.
- Ref Blk 11c: The contractor will require access to classified source data up to and including SECRET in support of this work. Any extracts or use of such data will require contractor to apply derivative classifications and markings consistent with the source from which the extracts were made. Classification, declassification and markings will be in accordance with EO 12958. Use of UHF/HF radios, cellular phones or other types of RF transmissions should not be allowed in classified processing facilities/areas unless approved by EMSEC authority.
- Ref Blk 11L: The notification of Government Security Activity and Visitor Group Agreement applies. See contract clause for details.
- Ref Blk 10j: For Official Use Only applies. See addendum.
- Functional Area Evaluator: Terry O'Neil, AEDC/FMM, (931) 454-5078.
- Functional Area Chief: Carl A. Conley, ASC/FMP, (937) 255-5680.
- ACO Address: DCM AO Baltimore
Attn: Chesapeake
200 Towsontown Blvd., West
Towson, MD 31204-5299

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

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Yes

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No

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

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Yes

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No

Ref Blk 11L: Contractor performance will occur in A&E Building Arnold AFB, TN. AEDC/SDS will maintain Security oversight for all on-base performance.

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Glenn Bontly, Major

b. TITLE

Contracting Officer

c. TELEPHONE (Include Area Code)

(937) 255-7003

d. ADDRESS (Include Zip Code)

ASC/CDSY
1970 Monahan Way Rm 123
Wright-Patterson AFB, OH 45433-7407

e. SIGNATURE

Margaret Gossington

17. **REQUIRED DISTRIBUTION**

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a. CONTRACTOR

☒

b. SUBCONTRACTOR

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c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☒

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒

e. ADMINISTRATION CONTRACTING OFFICER

f. OTHERS AS NECESSARY

ASC/SXSPC, AEDC/SDS

FOR OFFICIAL USE ONLY

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. **MARKING:**

a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).

b. In a classified document, mark:

- An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.

- The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.

- "FOUO" at the bottom of each page that has FOUO but not classified.

- If a classified document also contains FOUO information or if the classified material become FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.

c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.

f. Any FOUO material released to a contractor by a DOD User Agency must have the following statement on the front page or cover: **THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT. EXEMPTION(S) _____ APPLY.**

3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when internal building security is provided. When there is not internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.

4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other DSN teletype lines without encryption.

5. **RELEASE:** FOUO information shall not be released outside the contractor's facility except to representatives of the DOD.

6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by a method which will preclude its disclosure to unauthorized individuals.

GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. Special Requirements for General and Foreign Intelligence Material. In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. Returning Intelligence to the Air Force. Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. Release of Classified and Unclassified Information to Foreign Government and Their Representatives. Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

21 August 1996

USE OF SPECIAL INTELLIGENCE MARKINGS1. Authorized Control Markings of Intelligence Information

a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".

This marking is used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when an item of information will reasonably be protected by use of any other markings specified herein, or by the application of the "need-to-know" principle and safeguarding procedures of the security classification system.

b. "Not Releasable to Foreign Nationals (NOFORN)"

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

c. "Authorized for Release to (Name of country(ies)/international organization"

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

2. Procedures Governing Use of Control Markings

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance

Implementation of DCID 1/7, 16 Apr 96, Postponed.